

**JOB DESCRIPTION**  
(To be read in conjunction with Person Specification)

**Post title:** Senior People Partner  
**Salary:** NJC 26  
**Reports to:** Head of People  
**Responsible for:** Administrators/Leads within People Team

**Organisational Expectations:**

Our values underpin Inspire North and its Associated Companies and assist us in delivering our vision and purpose. You have a responsibility to adhere to and promote our values in everything you do in the work environment

Our aim is to provide a high quality service adhering to principles of best practice, promoting diversity and inclusion. All posts have two main functions: to carry out the duties as outlined and be proactive in continuously improving service delivery.

**Outline of Post:**

As Senior People Partner you will work as part of the team to deliver HR support to the organisation.

You will be friendly and have outstanding communication skills, confidence and the ability to work efficiently and effectively.

Build strong relationships with stakeholders and leaders across the organisation - influencing, negotiating and acting as a critical friend.

Assess risk, apply judgement and making informed decisions are key to this role.

We have a strong focus on our culture and trying new ways of working. You will work across multiple projects and have opportunities to learn.

<b>MAIN TASKS:</b>	
1.	Provide expert advice and guidance on HR matters unlocking high performance and capability, coaching managers on how to effectively manage performance, creating environments where our teams are able to deliver our core purpose in line with our values.
2.	Work collaboratively with colleagues in the People team to drive consistency of approach and people management compliance across the group.
3.	Responsible for the management of employee relations casework, including the most complex and claims) and for the planning and implementation of

	delegated projects e.g. disciplinaries, TUPE etc.
4.	Provide proactive advice and guidance for line managers across the full range of people issues to facilitate the effective management and resolution of informal and formal employee relations cases, balancing risk and business needs.
5.	Support the People Team to deliver high quality recruitment and on-boarding, ensuring a positive experience for potential and new recruits.
6.	Lead and/or contribute to People-related projects. Contribute to the monitoring and evaluation of people interventions.
7.	Supporting localised problem solving through great relationships with colleagues, managers and union reps, focusing on early and informal resolution of issues.
8.	Coach and develop managers at all levels to encourage and enable a proactive and anticipatory approach to people management and facilitate the development of culture.
9.	Oversee the planning and implementation of delegated projects and interventions.
10.	Keep up to date with external trends and people management best practice. Proactively share knowledge and best practice.
11.	Line Management providing leadership, vision, direction and support to your direct reports including Payroll Lead.
12.	Design and deliver (or source), and evaluate, a range of people management related workshop and resources.
13.	Use employee engagement metrics and reporting to help Managers to identify issues and actions for continuous improvement
14.	Take reasonable care of your Health and Safety and that of any other person who may be affected by your acts or omissions at work.
15.	Demonstrate a strong commitment to the principles and practice of equality, diversity and inclusion.
16.	Work with Information Governance lead Caldecott Guardian etc.to ensure systems and processes are GDPR compliant and in line with the IG toolkit
17.	Support the Inspire North Group in the completions of Data Protection Impact Assessments (DPIA's) to support the ongoing culture of GDPR compliance.
	The above duties are indicative of the current requirements of the post. You are expected to work flexibly in the interests of Inspire North and its Associated Companies, including undertaking any other reasonable duties as required at the initial place of work or at other locations from which Inspire North and its Associated Companies operates.
	<b>Please note</b> this job description is intended to provide a guide to the general duties and responsibilities of the role the post holder is expected to adopt a flexible approach to the tasks. It should not be regarded as a contractual document. It will be reviewed regularly and may be varied at the discretion of Inspire North and its Associated Companies.

## PERSON SPECIFICATION

The criteria below indicate the qualities that are needed to do the job well. It is used at the short listing and interview stage.

Inspire North does not necessarily expect that each candidate will fulfil all the criteria listed in the Desirable column but any 'gaps' could form areas for development in the future.

Approach	Essential [insert ✓ where appropriate]	Desirable [insert ✓ where appropriate]	Identified by: A = application form I = interview E – exercise
Demonstrate understanding and commitment to diversity and inclusion	✓		A, I
Demonstrate a commitment and enthusiasm for working with our client group	✓		A, I
Able to build and maintain relationships whilst maintaining appropriate professional boundaries	✓		A, I
Demonstrate a willingness to participate in shaping the future of the organisation by taking on responsibilities and projects in addition to core workload	✓		A, I
Demonstrate a commitment to enabling and empowering clients to become actively involved in Inspire North and its Associated Companies	✓		A, I
Knowledge and Skills		Desirable	Identified by:
Excellent written communication skills, including accuracy and attention to detail	✓		A, I
Can quickly establish trusted relationships with managers	✓		A, I
Competent using Microsoft office and HR information systems.	✓		A, I
Able to self-manage, effectively plan and prioritise and make it happen at pace	✓		A, I
Strong problem solving, critical thinking and analytical skills	✓		A, I, E
Have access to a car for work purposes and hold a full current UK driving licence	✓		A
Language skills e.g. Urdu, BSL, etc.		✓	A

<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>	
Level 5 CIPD Qualification or equivalent experience.	✓		A
Experience working as a people partner or advisor	✓		A
Proven track record of providing credible, expert advice and services to managers	✓		A, I
Up to date knowledge of employment law and equality legislation	✓		A, I
Experience of coaching and developing managers at all levels	✓		A, I
Experience of managing complex employee relations casework	✓		A, I
Previous experience of general HR Work including re-organisation / redundancy handling / TUPE	✓		A, I
Experience of working within the parameters of GDPR	✓		A, I
Experience of working with Trade Unions		✓	A, I
Experience of managing Payroll		✓	A, I
Experience of mental health, housing or homelessness either as client, carer, worker or volunteer		✓	A, I